

**UNITED STATES BANKRUPTCY COURT EASTERN
DISTRICT OF OKLAHOMA**



CM/ECF Skills/Readiness Survey

The Bankruptcy Court for the Eastern District of Oklahoma is trying to assess the readiness of members of the Oklahoma Bar for transition into the electronic filing process. Please answer all the questions on this survey. Your responses will greatly help develop training programs.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Does your office have a computer running a standard platform such as Microsoft Windows or Macintosh? (if yes please specify) |
| | | Windows <input type="checkbox"/> Macintosh <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Does your office have internet access? |
| | | 3. What type of internet connection does your office have? (please specify) |
| | | Dial-up <input type="checkbox"/> DSL <input type="checkbox"/> Cable Modem <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Do you know how to access the internet and how to use an internet browser? |
| | | 5. Which internet browser does your office use? (please specify) |
| | | Netscape <input type="checkbox"/> MS Explorer <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do you know how to use a word processing software such as Corel Word Perfect or Microsoft Word? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you know how to create, scan, and print a document into a "PDF" format? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does your office use bankruptcy software to prepare petitions, pleadings, etc.? |
| | | (if yes please specify name/vendor) _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Does your bankruptcy software have the ability to create "PDF" documents? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Does your office currently have a document scanner? (if yes please specify) |
| | | Make _____ Model _____ |

CM/ECF Skills/Readiness Survey

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Do you know where to store files on your office computer or network and how to retrieve them? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Does your office use email? (if yes please specify email program)

_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you know how to use your office email to send messages to people outside of your office? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Do you know how to attach files to an email message? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Do you have a credit or debit card to be utilized for payment of filing fees through CM/ECF? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are you admitted to practice law in the Eastern District of Oklahoma? |
| | | 17. Approximately how many bankruptcy petitions do you (or your firm) file in a

_____ |
| | | 18. Who actually prepares new case documents and motions?
(generally describe process) |

Please return completed survey to:

Therese Buthod
United States Bankruptcy Court
Eastern District of Oklahoma
P.O. Box 1347
Okmulgee, OK 74447

- or -

Fax completed survey to:

918.756.9248